

SNP Administrative Review Findings

St Joseph-Hessen Cassel School (K023)

Program Year 2018

St Joseph-Hessen Cassel School (K023)

11521 Old US 27 South
Fort Wayne, IN 46816-3415

Food Service Contact

Mrs. Sara Kohrman
Food Services Director
(260) 639-3580

Executive Contact

Mrs. Rachelle Brown
Principal
(260) 639-3580

No. of Sites / Reviewed: 1 / 1
Month of Review: February 2018

Commendations

- * The staff in the kitchen were very interactive with students asking them what food components they wished to have served to them. They encouraged the students to try the hot vegetable.

Certification and Benefit Issuance - St Joseph-Hessen Cassel School (K023)

126. Certification Benefits/Issuance Review Method, applications correctly approved?

Finding 9017: The application approval process is not implemented correctly.

Based on the selected students, eligibility determination errors were found, as listed on the SFA-1.

Corrective Action:

SFA shall send out state review error notification error to parent and update benefit issuance documents. Corrected on-site.

Technical Assistance:

Discussed with staff the importance of double checking income

128. Correct conversion factors used for applications with more than one income frequency?

Finding 9019: Incorrect conversion factors used when processing applications.

For applications that indicate more than one income frequency, the SFA did not use the correct conversion factors to determine monthly household income: weekly – times 52; bi-weekly – times 26; twice per month – 24; and monthly – times 12

Corrective Action:

SFA shall convert different frequencies into annual and not bi-weekly or monthly. Discussed this in depth no further action required.

Technical Assistance:

Discussed with SFA staff member how to convert different frequencies and record each frequency annual amount on the back of the application.

134. Direct Certification matches performed according to required timeframes?

Finding 9025: The SFA does not perform direct certification matches with the State agency according to regulations.

SFA has not completed three Direct Certification downloads

Corrective Action:

SFA shall in the future complete the DC download monthly and update roster. Discussed in depth with staff member on how to complete this monthly. No further action required

Technical Assistance:

Discussed in depth with staff member on how to complete this monthly.

Verification - St Joseph-Hessen Cassel School (K023)

206. On-site observation validate Off-Site Assessment Tool responses to Verification questions?

Finding 9006: Verification information on the Off-site Assessment Tool not validated, or deficiencies found.

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Verification procedures could not be

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validated during on-site observations. Deficiencies in the SFA's Verification procedures identified from the Off-site Assessment Tool: SFA has not completed a direct verification look-up

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Verification procedures identified from the Off-site Assessment Tool: In the future the SFA shall complete the Direct Verification look-up process before sending letters to family for verification. Discussed this in detail, no further action required at this time

Technical Assistance:

Technical Assistance provided to address discrepancies or deficiencies in the SFA's Verification procedures identified from the Off-site Assessment Tool: Discussed in depth with the staff member the process of looking up students in the Direct Verification tool.

Resource Management Comprehensive Review - St Joseph-Hessen Cassel School (K023)*754. SFA compliant with net cash resources requirements?***Finding 9116: No prior approval from the SA to exceed the maximum allowable balance in the SFA's nonprofit school food service account...**

The SFA did not obtain prior approval from the SA to maintain a net cash resource balance in its nonprofit school food service account that exceeds the maximum of three months average expenses. According to the SFA, the balance on their AFR is incorrect and they do not have a high balance.

Corrective Action:

The SFA must revise their AFR and submit documentation supporting the corrected balances.

*778. Nonprofit school food service account charged directly for expenses included in the indirect cost pool (double dipping)?***Finding 9138: Costs not consistently classified as direct or indirect**

The school food service accounts may be charged directly for expenses that are included in the indirect cost pool (double dipping).

Corrective Action:

The SFA must revise their AFR and include the indirect cost amount with supporting documentation showing the calculation of the indirect costs.

General Program Compliance - St Joseph-Hessen Cassel School (K023)*810. Non-discrimination on appropriate Program materials?***Finding 9000: Technical Assistance****Technical Assistance:**

Discussed with SFA the new short version of the Non-discrimination statement.

SNP Administrative Review Findings**St Joseph-Hessen Cassel School (K023)****Program Year 2018****St. Joseph Hessen Cassel School
(A350)**

11521 Old US 27 South
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Mrs. Sara Kohrman
Food Services Director
(260) 639-3580

Month of Review: February 2018

Date of Onsite Review: February 8, 2018

Meal Components & Quantities - St. Joseph Hessen Cassel School (A350)

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met?
Enter data.

Finding 9000: Incomplete production records

Production records did not document how many servings of fruit, vegetables and grains were served.

Corrective Action:

SFA shall keep track all of the servings produced and leftover for all components. Completed production records for one week needs to be emailed to Field Specialist.

Technical Assistance:

Discussed with staff the importance in documenting all that was served. This documents helps confirm that enough servings were available for all students to have the required meal components.

Dietary Specifications - St. Joseph Hessen Cassel School (A350)

603. On-site portion of Dietary Specifications Tool completed, TA, CA required?

Finding 9000: Technical Assistance**Technical Assistance:**

Discussed adding all meat/meat alternate crediting information to the Six Cent Certification document.

General Program Compliance - St. Joseph Hessen Cassel School (A350)

1105. Foods sold to students during school day meet Smart Snacks standards?

Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.

Some foods and beverages sold to students during the school day including a la carte foods and beverages sold during meal services and including food items sold during non-exempt fundraisers do not meet Smart Snacks standards.

Corrective Action:

SFA shall calculate all snack food sold to students through the Alliance for a Healthier Generation Smart Snack Calculator. Documentation that the items sold during the school day are compliant shall be emailed to the Field Specialist.

Technical Assistance:

Discussed with principal that all food sold to the students during school hours need to meet the Smart Snack guidelines